Preparing a Retention Budget

SGM Scott A. Leeling

Fort Carson

Preparing a Retention Budget

AGENDA

- Identify Requirements: (Training, awards, supplies, automation upgrades, RPI's, etc.)
- Prepare supporting documents NLT April for the next Fiscal Year
- Be familiar with purchasing procedures

Preparing a Retention Budget

Identify Requirements

- Training
- Awards
- Office Supplies
- Automation Upgrades
- RPIs

Preparing a Retention Budget

ORG: Post Reenlistment Office

EOR: **21****

PRIORITY ORDER	TDY PURPOSE OF TRIP	ESTIMATED DATE	ESTIMATED COST	CUMULATIVE COST
1	Worldwide Conf for 7 Counselors ($1500.00 ea)	Nov-01	10,500.00	0.00
2	Steering Group for 2 Counselor ($1500.00 ea)	Apr-02	3,000.00	0.00
3	Career Counselor of the Year Board (3 ea @ $800.00)	Aug 02	2,400.00	0.00
4	* MRTT 2 Instructors @$1500.00 ea.	Mar-02	3,000.00	0.00
5	Quartly PERSCOM visits for 4 at $2000.00 per visit	Quarterly	8,000.00	0.00
6	III Corps SGM Seminar x 2 ($800.00 ea)	Semi-Annual	1,600.00	0.00
7	FORSCOM Training Seminar x 2 at $1500. Ea	Annual	3,000.00	
8	Quarterly DA Trips x 4 at $2000. Ea	Quarterly	8,000.00	
	'21 TOTAL**		**$39,500.00**	**$0.00**

***Must provide MRTT funding for FT. Carson**

Preparing a Retention Budget

ORG: Post Reenlistment Office

EOR: **25CZ**

PRIORITY ORDER	SERVICE CARD PURCHASES & CONTRACTS/MIPRS	PURPOSE/TYPE CONTRACT	ESTIMATED COST	CUMULATIVE COST
1	RPI's for Installation	Advertisement	26,000.00	0.00
2	RPI's for USAG/DIV (300 Enl)	Advertisement	8,000.00	0.00
				0.00
				0.00
				0.00
25CZ		**TOTAL**	$34,000.00	

Preparing a Retention Budget

ORG: Post Reenlistment Office

EOR: **26****

PRIORITY ORDER	PUROSE / TYPE OF SUPPLIES	SUPPLY CARD/ SUPPLIES	ESTIMATED COST	CUMULATIVE COST
1	Office Supplies ($2500 per Qtr)	Supplies	10,000.00	0.00
2	Quarterly MSC Awards (Trophy) 4 @ $175.00		2,800.00	0.00
3	Quarterly Certificate Frames @4 x 100.00 each		400.00	0.00
4	MRTT Support (Printing & Manuals)		1,200.00	0.00
5	Computer Upgrades		10,000.00	
6	Cell Phones 3 @ $69.00		2,100.00	
	26**	**TOTAL**	$26,500.00	$0.00

Preparing a Retention Budget

Sample Budget Letters

Preparing a Retention Budget

DEPARTMENT OF THE ARMY
HEADQUARTERS, 7th INFANTRY DIVISION AND FORT CARSON
FORT CARSON, COLORADO 80913-5000

REPLY TO
ATTENTION OF

AFZC-CSM-RE (601-280) 7 January 2005

MEMORANDUM FOR Commander, 7th Infantry Division, Attn: Chief, DRM, Fort Carson, CO 80913

SUBJECT: Budget Request for Fiscal Year 2006

1. Attached is the Fiscal Year 2006 budget request for the Installation Retention Office. Total amount requested is $190,480.00.

2. POC for this memorandum is the undersigned at DSN 691-3044/2229.

GEORGE W. STAPLETON, JR.
Sergeant Major, USA
Command Career Counselor

Preparing a Retention Budget

FT CARSON REENLISTMENT
QUARTERLY BUDGET REQUEST
FISCAL YEAR 2006

TDY/Training:

Priority Order		Estimated Date	Estimated Cost
1	Worldwide Conference for 20 Counselors ($1,500 each)*	Nov--05	$30,000.00
2	Department of the Army SGM Steering Group for 2 ($1,500 each)	Apr--06	$3,000.00
3	Quarterly Training(Offsite for 2 quarters @ $5,000 per quarter)**	Semi-Annual	$10,000.00
3	III Corps SGM Seminar for 2 ($1,500 each)	Semi-Annual	$3,000.00
4	FORSCOM Workshop for 2 ($1,500 each)	Apr--06	$3,000.00
5	Mobile Retention Training Team for 2 Instructors (1,500.00 each)	Aug--06	$3,000.00
6	Quarterly HRC visits for 2 (1,600.00 per visit)	Quarterly	$12,800.00
7	Career Counselor of the Year Board for 3 (1,200.00 each)	Aug--06	$3,600.00
		Total TDY:	$68,400.00

SERVICES:

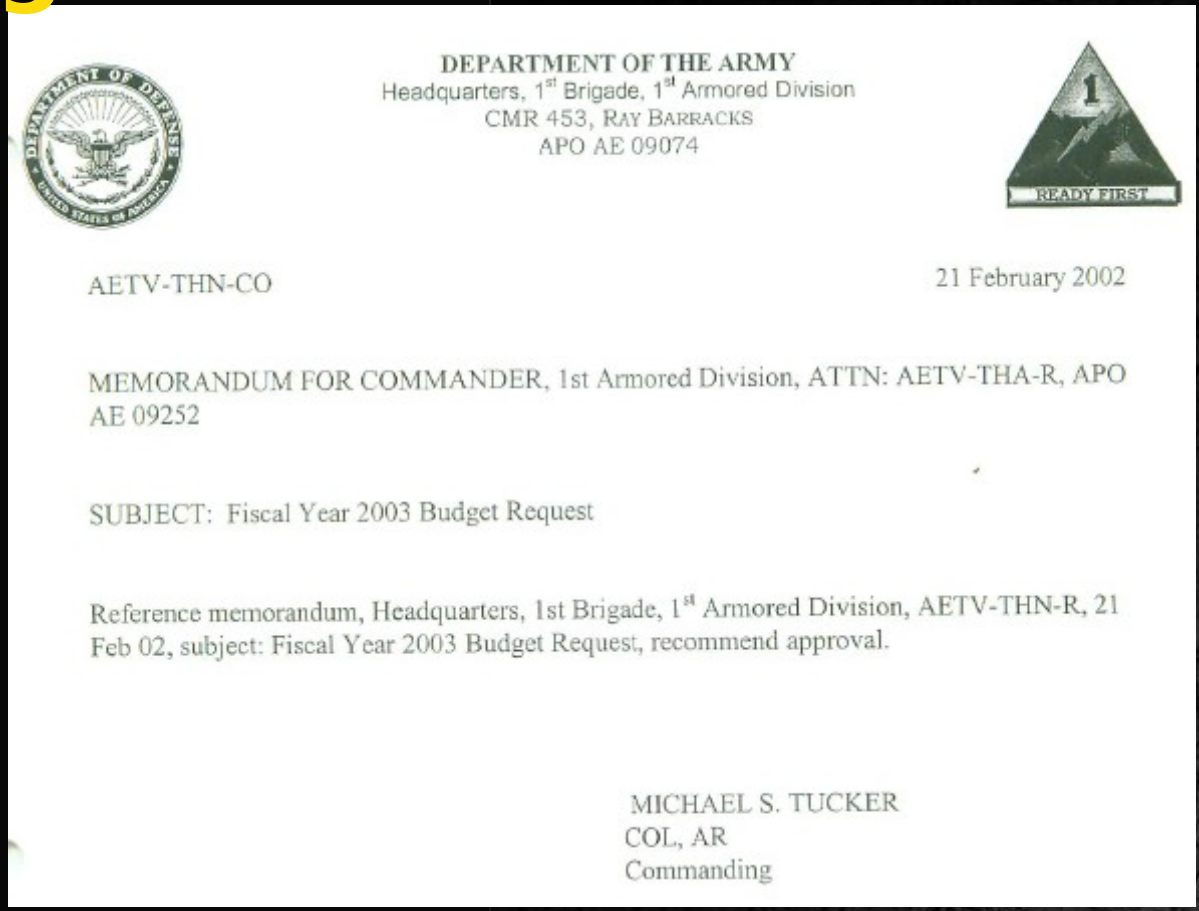
Priority Order		Estimated Date	Estimated Cost
1	Reenlistment Publicity Items(RPI) for CG's Reenlistment Incentives***	Advertisement	$50,000.00
2	RPI's for Installation Retention	Advertisement	$40,000.00
3	TMP Vehicle	Monthly	$2,400.00
4	Carpet Cleaning Services for Retention Offices	Apr--06	$800.00
		Total Services:	$93,200.00

SUPPLIES:

Priority Order		Estimated Date	Estimated Cost
1	Office Supplies ($2,500 per quarter)	Supplies	$10,000.00
2	Printing of SOP/Training Materials ($1,500 per quarter)	Quarterly	$6,000.00
3	Cell Phones (3 @ $80 per month)	Monthly	$2,880.00
4	Computer Upgrades	Jan--06	$10,000.00
		Total Supplies:	$28,880.00
		GRAND TOTAL	$190,480.00

*Note: Worldwide Conference during 1st Qtr will be in Las Vegas, NV. Will pay for 20 Counselors to attend.
**Note: Will conduct 2 quarterly trainings at off-site locations around Colorado Springs area.
***Note: RPI Incentive Items include belt buckles, mugs, pens, watches, golf supplies, etc.

Preparing a Retention Budget



DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
CMR 453, RAY BARRACKS
APO AE 09074

AETV-THN-CO

21 February 2002

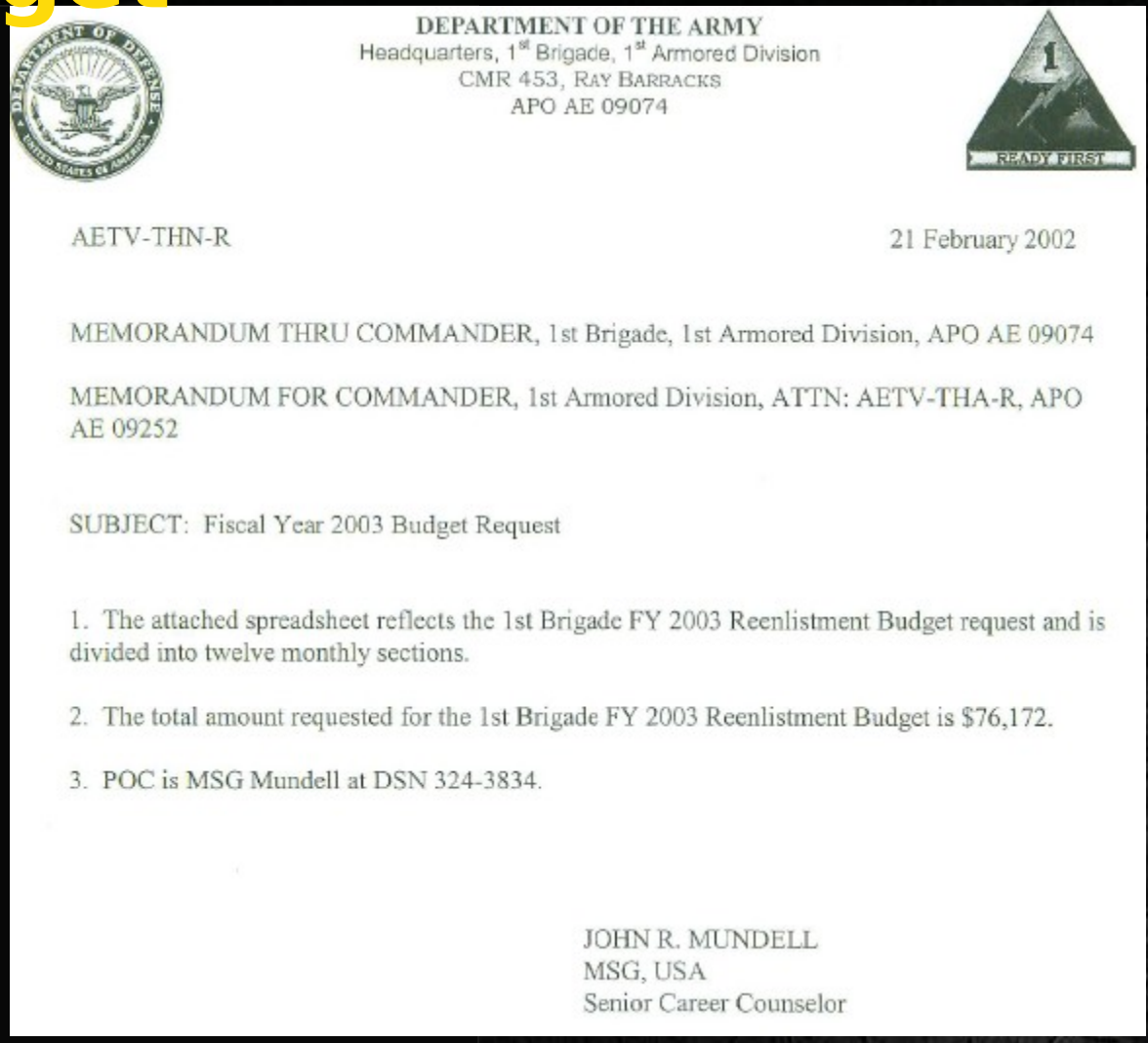
MEMORANDUM FOR COMMANDER, 1st Armored Division, ATTN: AETV-THA-R, APO AE 09252

SUBJECT: Fiscal Year 2003 Budget Request

Reference memorandum, Headquarters, 1st Brigade, 1st Armored Division, AETV-THN-R, 21 Feb 02, subject: Fiscal Year 2003 Budget Request, recommend approval.

MICHAEL S. TUCKER
COL, AR
Commanding

Preparing a Retention Budget



DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
CMR 453, RAY BARRACKS
APO AE 09074

AETV-THN-R 21 February 2002

MEMORANDUM THRU COMMANDER, 1st Brigade, 1st Armored Division, APO AE 09074

MEMORANDUM FOR COMMANDER, 1st Armored Division, ATTN: AETV-THA-R, APO AE 09252

SUBJECT: Fiscal Year 2003 Budget Request

1. The attached spreadsheet reflects the 1st Brigade FY 2003 Reenlistment Budget request and is divided into twelve monthly sections.

2. The total amount requested for the 1st Brigade FY 2003 Reenlistment Budget is $76,172.

3. POC is MSG Mundell at DSN 324-3834.

JOHN R. MUNDELL
MSG, USA
Senior Career Counselor

Preparing a Retention Budget

1st Armored Division Retention
FY 2003 Budget Break-Down
(1st Brigade)

ACTIVITY	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
HQDA WORLDWIDE (Senior 79S) "ANNUALLY"		$2,000.00											$ 2,000.00
USAREUR CONFERENCE (3 X 79S) "ANNUALLY"								$ 900.00					$ 900.00
AUTOMATION EQUIPMENT Support to 3 X 79S							$ 4,000.00						$ 4,000.00
DIVISION TRAINING (3 X 79S X 3 BN REUP) "QUARTERLY"	$ 1,500.00				$ 1,500.00			$ 1,500.00			$ 1,500.00		$ 6,000.00
DA-MRTT 20 Company Level Reup NCO's											$ 16,000.00		$ 16,000.00
CAREER COUNSELOR BOARD (DIV - V CORPS - USAREUR)"ANNUAL"													$ 200.00
LOCAL MILEAGE "AS REQUIRED"													$ 400.00
AWARDS "QUARTERLY & FY"			$200.00			$200.00			$200.00			$400.00	$ 1,000.00
SENIOR MEETINGS (Senior to 1AD Location) "MONTHLY"	$250.00												$ 250.00
SSSC "QUARTERLY"													$ -
OFFICE FURNITURE UPGRADE 3 Counselor Offices												$12,500.00	$ 12,500.00
RPI'S (1829 Sldrs) @ $18.00 ea (based upon MSC Budget Fair Share)	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,743.00	$ 2,749.00	$ 32,922.00
TOTAL	$ 4,493.00	$ 4,743.00	$ 2,943.00	$ 2,743.00	$ 4,243.00	$ 2,943.00	$ 6,743.00	$ 5,143.00	$ 2,943.00	$ 2,743.00	$ 20,243.00	$15,649.00	$ 76,172.00

Preparing a Retention Budget

DEPARTMENT OF THE ARMY
HEADQUARTERS, 43d AREA SUPPORT GROUP
FORT CARSON, COLORADO 80913

REPLY TO
ATTENTION OF:

AFZC-Y-R

9 January 2006

MEMORANDUM FOR Commander, 43rd Area Support Group, COL Scott A. Lang, 1649 Evans Street, Bldg. 1225, Fort Carson, CO 80913

Recommend Approval 1/9/06

SUBJECT: Fiscal Year 2007 Retention Budget

1. Request $25,000.00 for retention expenditures for Fiscal Year 2007. A spreadsheet is attached outlining where the funds will be utilized. This request is made in accordance with AR 601-280 Chapter 2, paragraph 2-2e(8).

2. Maximum support of the retention program is vital in maintaining a strong program. All promotional items, purchased with retention funds, will be directed at the retention effort and will contain retention specific logos.

3. Point of contact for this memorandum is the undersigned at 526-9366.

PROVIDERS!

Encl as

CATHY H. MOLL
SFC, USA
Senior Career Counselor

Preparing a Retention Budget

43RD AREA SUPPORT GROUP
FY2006 RETENTION BUDGET

ACTIVITY	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
DA-MRTT PUBS										$500.00		
AWARDS												$500.00
RPIs	$6,000.00*			$6,000.00*			$6,000.00*			$6,000.00*		
GROUP TOTAL	**$6,000.00**			**$6,000.00**			**$6,000.00**			**$6,500.00**		**$500.00**

TDY EXPENSES COMES OUT OF S-3 BUDGET.
EXPENDABLE SUPPLIES COMES OUT OF UNIT SUPPLY BUDGET.
FURNITURE COMES OUT OF S-4 BUDGET.
AUTOMATION COMES OUT OF S-6 BUDGET.

*Note: The actual purchase of RPIs will be made according to budget approval timeframe.

Preparing a Retention Budget

GPC/

ACQUILINE/

PR&C(DA Form 3953)

Preparing a Retention Budget

WHAT IS ACQUILINE?

**An electronic, paperless method for developing, routing, funding, reviewing,
and determining status of purchase requests forwarded to Contracting.**

Preparing a Retention Budget

Needed items for Acquiline request:

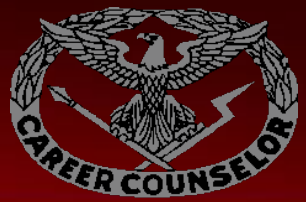
- Get Quotes
- Determine best value
- Attach art work/quotes

Preparing a Retention Budget

SUMMARY

- Identify Requirements: (Training, awards, supplies, automation upgrades, RPI's, etc.)
- Prepare supporting documents NLT April for the next Fiscal Year
- Be familiar with purchasing procedures

Preparing a Retention Budget



QUESTIONS ?